



Tender Notice for Empanelment of vendors for Mess Services at IIT Ropar

Part-I: General

1. Online bids are invited in **Two Bid System**, i.e., (a) **Technical bid** consisting of all technical details along with commercial terms & conditions, (b) **Financial bid** as per Annexure-4 from interested contractors for empanelment for running mess either (A) **Pay and Eat basis** or (B) **Per Student Per Day Meal Cost basis or Both basis** at IIT Ropar for Annapurna Dining Hall (East and West) and new Dining Hall. Total number of students in the campus will be approximately 2000. The number of residents may vary depending upon academic sessions and vacations.
2. Each bidders are required to quote for the both options as mentioned below:
 - A. **Pay and Eat basis**. The numbers of residents who will use the mess are not fixed and may vary from day to day.
 - B. **Traditional System: Per student per day meal (Breakfast + Lunch + Snacks + Dinner) cost basis** for fixed no. of students where the no. of students will be 500-700 approximately for each mess.
No bidder will be awarded for more than one mess. All three messes will be awarded to 3 separately qualifying bidders only.
Institute reserves the right to go ahead with any one option from the two options mentioned above in point no. 2
3. The contractor will quote the price and will provide the catering services as per a menu (see annexure-2).
4. The contract will be initially for a period of **Two Years** and it may be extended for a further period of one year after reviewing the performance of the firm by the Hostel Management Council and on mutual consent with agreed upon terms and conditions.
5. **The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The institute will not be responsible for any delay during online submission. In case of any clarification or a problem, the decision of the Institute will be final and binding on the contractor.**

Part-II: Details of Mess

1. The mess will provide all students breakfast, lunch, evening snacks and dinner, on all days of the month. Each meal will be served over a period of at least 2 hrs. The actual timings that must be adhered to will be informed to the contractor.
2. Basic menu is given in Annexure 2. The menu can be changed in consultation with the mess committee and after the approval of competent authority.
3. Prices to be quoted on the basic menu (Annexure 2) on a per meal basis.
4. The quote should be submitted in the format shown in annexure – 4
5. The successful bidder can prepare and sell additional menu items in addition to the basic menu. The additional menu items and their prices will be fixed in consultation with the Institute.
6. The diet rates can be revised after one year with the approval of Competent Authority.

Part –III: Quality Maintenance

1. The quality of raw materials used for cooking will be as per specifications provided in Annexure-1.
2. Materials known to be harmful to health (as decided by the Institute from time to time) such as food colouring, soda, ajinomoto, etc. will not be used.
3. The contractor will use all raw materials of the best quality available in the market.
4. Institute will have the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
5. The contractor shall procure only good quality fresh vegetables from the market. The vegetables shall not be stored for more than 1 day in summer months and 3 days in winter months at a stretch. The Hostel administration or its nominee(s)/mess committee of students shall have the right to check the quality of food articles and vegetables from time to time.
6. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises immediately. Under no circumstances stale food shall be served.
7. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste of the residents.

8. The oil that remains from the deep frying at the end of the day shall be discarded and shall not be recycled for the purpose of cooking again.
9. The contractor must ensure hygienic cooking, proper handling by cooking/catering staff, efficient, neat and clean services. The kitchen and dining hall will have to be cleaned by the staff of the contractor every day without fail and garbage to be taken out to Corporation Vat by the staff of the contractor.
10. The contractor must also ensure that the table surface is cleaned after every use.
11. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
12. Service bearers engaged by the contractor should be well groomed and they shall wear neat & clean uniform while on duty and shall have adequate experience in serving with etiquette and courtesy. It is required that all mess workers wear head cover while on duty.
13. The contractor shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of mess assets and premises. The workers shall be placed at all times under exclusive supervision of the contractor. The mess workers shall not work for more than one shift distributed over 12 hours. However, the total hours of work in a day shall not exceed 09 hours including a 1 hr break. The attendance of the mess workers shall be checked from time to time.
14. The contractor also agrees to employ specialist cooks for preparing different regional (North/South Indian) food items.
15. The waste material and unused/ leftover food from the mess shall be removed from the mess premises every day by the contractor. The contractor shall ensure that stray cattle, dogs etc. do not consume any food within the mess premises.
16. The mess shall function on all days throughout the year and will not be allowed to be closed on any day, including holidays, for any reasons whatsoever.
17. The Institute may indicate the requirement for catering service if there is a schedule for Seminar/Training/Symposium/Workshop etc. for more number of participants than normal on a given day, with a 12 hour advance intimation.
18. The contractor shall not be allowed to use the hostel or mess premises to offer any mess services beyond the scope of the contract unless agreed to by the Hostel Administration.
19. **The Authority can impose a fine on the contractor and/or cancel the contract in case of sub-standard quality and quantity of food items, malpractices, lack of hygiene or violation of any of the conditions of the contract.**

Part IV: Infrastructure

1. The contractor shall bring all kitchen and cooking equipment/ utensils. The Institute will provide only the kitchen and cooking infrastructure whatsoever is available. The inventory of articles shall be handed over to the contractor in good and working condition at the commencement of the contract. **Important:** The maintenance of the utensils, furniture and appliances shall be done and ensured by the contractor at his/her own cost. The contractor shall be the custodian of this Institute property and mess inventory during the period of contract. He is expected to use the Institute's inventory items and maintain them in good condition and shall make up for the loss to the inventory by way of misuse, breakage, theft etc. at his own cost. Similarly the inventory in good condition shall be handed over by the contractor to the IIT Ropar Mess Committee on the expiry of the contract period. Replacement due to loss and breakage of the utensils, crockery etc. by the contractor's staff will be the contractor's responsibility. The security deposit shall be refunded only after a "No Dues Certificate" is granted by the Dean, Student Affairs. Loss of any kind to the Mess/kitchen equipment/utensils due to the negligence of staff of Mess will have to be borne by the contractor/caterer and the same will be recovered from the security deposit of the contractor/caterer.
2. **License Fee:** The license fee as decided by the Work and Estate Office for the premises will be Rs. 66,420/- plus GST per month (approximate and further subject to revision) for each dining hall kitchen area (separately for Annapurna Dining Hall(East), for Annapurna Dining Hall(West) and New dining hall) will be charged from the successful bidder on a per month basis. There will be a 10% increase in rent/license fee every year or as decided by IIT Ropar/GOI from time to time whichever is higher. Contractor will be required to deposit 3 months license fee/rent in advance as security. Further the contractor has to pay electricity bills for the actual usage of electricity pertaining to the kitchen area. Separate meter has been fixed for this purpose. **No License Fee will be charged if the mess is closed during the vacation period.**
3. The Institute will provide electricity and water connections. However, payment will have to be made by the contractor on a monthly basis as per the meter reading and the rates as fixed by the state government.
4. The contractor shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, geysers, water coolers, mixer / grinder, oven and other equipment for cutting / grilling vegetables, etc. Any other electrical cooking appliances may also be used by the contractor after obtaining prior permission.

Part V: Billing

1. The mess system is purely on the basis of **Pay and Eat** or **Per student per day meal cost**.
2. **In case of Pay and Eat basis:** Billing and collection of money is the responsibility of the contractor. Price can not be changed without permission from the Competent Authority.
3. **In case of Per student per day meal cost basis:** The monthly bill (to be submitted by the contractor in the Hostel Office latest by 2nd of every month) of the contractor will be paid after pre-audit and deducting TDS and other statutory deductions as per Govt. of India norms. The contractor has to submit the proof of the GST deposit along with Monthly bill. Payment will be processed only after submission of required documents. The contractor has to pay license fee and the electricity charges before receiving the payment of the monthly bill from the Institute. **No Advance payment will be given against any bill.**
 - a. Rebates for Undergraduate students: Maximum 15 days (or as may be decided by the Mess Committee) in an academic semester, Minimum 03 days at a stretch only if the concerned student informs in writing to the Mess Manager through the Hostel Caretaker at least one day in advance.
 - b. Rebates Post Graduate Students: Rebate for officially allotted duty leave duration and maximum 15 days (or as may be decided by the Mess Committee) of personal choice of absence every semester and minimum 03 days at stretch only if the concerned student informs in writing to the Mess Manager through the Hostel caretaker at least one day in advance.
4. In case of conflict, the arbitration authority will be the office of Dean Student Affairs, IIT Ropar.

Part VI: Contract Period

1. The contract will be for a period of **Two year** from date of award. It may be extended for a further period of one year after reviewing the performance of the firm by the Hostel Management Council and on mutual consent with agreed upon terms and conditions.

Part VII: Eligibility Criteria

1. **The contractor should have a minimum 3 years of relevant satisfactory experience of running and maintaining mess services in IITs / NITs / IIMs / ISBs / CFTIs / Government Universities / Recognized Private Universities / Institutions. Certificates of satisfactory running of the mess with at least 300 students of any 3 years from 01-04-2015 to 31-03-2021 must be submitted along with the bid. Only experience/performance certificates issued by the previous or current buyer institute/university will be considered as proof of experience. No other document will be considered as proof of experience. Experience certificates must contain start date, end date and number of students/users.**
2. **The minimum annual turnover of an intending firm should be Rupees 90 Lakhs average for any three years from 01-04-2015 to 31-03-2021.**
3. **The contractor should have valid ISO, FSSAI certification, Labour license, GST, PAN, ESI and EPF registration are eligible to apply.**

Part VIII: Submission of Proposal and Selection Criteria

1. Intending firms should submit two separate bids through the CPPP portal containing Technical Bid and Financial Bid. **TENDER will be opened on CPPP Portal on 29.12.2021 at 3:30 PM. The Bidder or his/her authorized representative may remain present during the opening of the TENDER.**
2. The Technical Bid should contain application form (Annexure 3) along with the duly signed copy of documents related to satisfactory experience containing number of students, P&L and Balance sheet /CA Certificates showing three years turnover, and all other certificates as required in **PART-VII: Eligibility Criteria**.
3. Affidavit to be signed by the Director/CEO/Proprietor/Partners of the company/firm stating that the firm have not been debarred or blacklisted for any service / supplies by any organization / Educational Institute / University and no criminal case / legal proceeding or industrial dispute is pending or contemplated against the firm in last 5 years.
4. The successful bidder will be required to deposit a amount equivalent to 3% of total contract value as interest free Security Deposit for each mess/each dining hall with the Institute for due performance of the contract on his/her part in the form of Demand Draft/Fixed Deposit/PBG Receipt duly pledged in favour of IIT Ropar Revenue Account valid for a period of 30 months which will be further extended in case of extension of contract. The Institute reserves the right to forfeit the Security deposit if he fails either to perform the contract or give less than one month notice for termination of the contract or for the breach of

any terms & conditions. No interest shall be payable by the Institute for sums deposited as Security Deposit.

5. **The successful bidder who gets a contract for Annapurna Bhawan Mess at main campus can be asked to serve at Transit Campus mess also.**
6. **Insurance:** The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for this type of work against damage /loss/ injury to property or persons or loss of life during the complete period of the contract. A copy of the insurance policy will be handed over by the contractor to the concerned authority of the Institute before the starting date of the work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminate the contract at the risk and cost of the contractor.
7. **Indemnity:** The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, GST, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws.
8. The staff engaged by the contractor will be solely under contractor's employment, control and discipline and in case of termination of the contract, the Institute will not be liable for loss or damage, if any, caused to the contractor or contractor's employees. The Institute will not also be liable in case of services of any of the employees dispensed with by the contractor. The staff engaged with the contractor will be paid Govt. approved wages along with EPF, ESI. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by them. The contractor will follow all the Labor laws as per the rules of the Government.
9. The contractor must provide a list of employees to the Institute at regular intervals. Only such mess workers of the contractor whose name is on the list will be allowed to stay in the dining hall premises. The mess workers are allowed only in the mess area or their allotted room and will not be allowed to enter any other areas of the Hostel/institute.
10. The staff employed in the mess shall be provided with uniform by the contractor as per their job assignments and they shall wear it compulsorily while on duty. The contractor shall employ only adult and trained staff with good health and sound mind for all services. He shall also nominate a qualified and experienced manager acceptable to the Institute to take orders / instructions from the mess committee and the hostel administration. All the staff must be COVID-19 fully vaccinated before joining the mess.
11. The contractor shall ensure that all employees engaged by him are free from communicable / infectious disease. Medical Officers specified by the institute shall conduct medical examinations every 6 (six) months or as decided by the Institute. The cost of the medical examination will be borne by the contractor. If in the opinion of the Institute any of the contractor's employee(s) is found to be suffering from any such disease or if any employees(s) of the contractor are found to have committed misconduct or misbehavior, the Hostel Administration shall have the right to ask the contractor to remove such employee(s) without questioning the decision of the Institute. The Institute shall be entitled to restrain such employee(s) from entering the mess premises.
12. IIT Ropar is not responsible for any accident to the Contractor's employees. The institute shall not be responsible for any type of compensation, if any labour is injured/dies while on duty. Cost of Personal insurance of each labour has to be borne by the contractor.
13. The contractor shall be responsible for his employees in observing all security and safety regulations and instructions that may be issued by the Institute from time to time. The contractor shall have the right to appoint and to take appropriate disciplinary actions against his workers who fail to fulfill his obligations under this agreement provided due process is followed and the action is in accordance with Industrial Employment (Standing Order) Act, 1946 and the Institute is kept informed. However, the contractor shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the Institute.
14. The contractor shall not appoint any sub-contractor for the assignment to him without the written permission of the Institute.
15. The contract can be terminated either way; by giving 01 (one) month notice by the contractor to the Institute or 01 (one) months' notice by the Institute to the contractor.
16. **Important:** Only those firms/persons already engaged in providing catering services to reputed academic institutions/organization, having experience need to apply. Rates should be quoted as per Annexure 4, inclusive of all applicable taxes. **Since the mess service users are solely the students, the Institute reserves the right of not awarding the contract to Firms who have already served as a mess**

contractor with our Institute and whose service and quality of food was not acceptable to the students.

17. Notwithstanding anything-contained herein above, the Institute will determine a cut-off rate, keeping in view the standards of quality and quantity of food (which is to be kept a secret), as a base rate. This rate will be declared on the same day before opening the financial bid. Financial Bids below this base rate will be rejected. Base rate is calculated as the sum of the cost of breakfast, lunch, Snacks and dinner as per Annexure 4.

18. Based on the technical bid evaluation, there will be an interview /presentation through hybrid mode with the bidders (The interview date will be intimated to the technically qualified bidders). The technically qualified bidders are required to make the compulsory power point presentation of about 5 minutes on the parameters mentioned in the format below. PPT copy must be submitted in advance to the Student Affair office before opening of financial bid. **Only the rates quoted for basic menu (Annexure 4; sum of cost of breakfast, lunch, Snacks and dinner) will be evaluated for financial bid.** During evaluation 30% weightage will be given to Competency of bidder & 70% to financial bid. After the interviews with the bidders, the financial bid will be opened and the date will be intimated to the bidders. Top scorers will be empanelled to run the mess. **Important:** Qualifying Technical bids and Interviews are prerequisite for opening financial bids.

19. BID EVALUATION SCHEME:

The final bid evaluation scheme which is based on total marks out of 100 as given below.

i. Competency of bidder (30 marks)

The parameters will be used to evaluate the bidder's credentials and competence to serve the Institute as per the requirement. The score gained will be considered in the final score for each Bidder.

S. No	Description	Max Marks
1	Turnover of the firm	10
2	Experience	20

- There will be an upper cap on Turnover and Experience which will be decided by the committee.
- Experience marks will consist - Overall Experience, Experience with IITs/NITs/CFTIs/Others, Strength of the students in mess and Feedback from buyers in any 3 years.

ii. Weightage for price of Menu marks (70 Marks)

The weightage is again divided into two categories as follows:

Category	Weightage (X)
Basic Menu	70

The normalized financial bid score (NFBS) in each category is calculated as per the following formula:

$$\text{Normalized Financial Bid Score (category)} = \frac{(\text{Cut - off Rate to be decided by the Committee}) \times X}{\text{Tender price quoted by respective tenderer}}$$

Where, X is the weightage as per the above table.

Normalized Financial Bid Score Total (NFBST): NFBS (Basic Menu) +NFBS (Extra items menu)

Final Bid Evaluation:

Scoring of Financial Bids for Mess = Scoring of competence (30%) + Normalized Financial Bid Score Total, NFBST (70%)

The Top scorers will be empanelled to run the mess.

20. Subsequent to the finalization of the Party/Parties to whom the order may be placed, the Institute reserves the right to conduct a price negotiation.

21. After TWO year, the contract may be extended for a period of one more year up to max. of 3 years with one year at an instant, subject to positive feedback by the users of the Hostel Mess and the Institute. After

the end of every year the performance will be evaluated. The Institute reserves the right not to invoke this arrangement if the performance of the contractor is not found to warrant such an extension.

Part IX: P Penalties for violation of rules, terms and conditions

Monetary fine will be levied on the caterer in case of violation of the following rules:

1. Unavailability of complaint register on the counter/discouraging the complaint.
2. 10 or more complaints of unclean utensils in a day would lead to a fine on the caterer.
3. If the mess committee agrees that a certain meal was not cooked properly.
4. If food for any meal over within timings of mess and waiting time is more than 20 minutes, then a fine as decided by the Mess Committee would be imposed on the caterer. Mess timings: As decided by the Mess Committee.
5. Changes in menu without permission of the Mess Committee/Mess Secretary would result in a fine on the caterer.
6. Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area, smoking & drinking by the mess staff etc).
7. For any rules stated in the agreement, - First violation of the rule implies fine as per the rule. - Second violation of the same rule in the same calendar month will attract double the initial amount of fine for the caterer. - All subsequent violations of the same rule would invite triple times the initial amount of fine.
8. In case of presence of unwanted items in food: Harmful items like blade, glass, metal wires, nails, pieces of plastics etc. Other items like Cockroaches, flies, insects etc. Fine to the tune of Half the price of the day per head multiplied by the number of students in the hostel.
9. In case of presence or use of Stale/ Spoilt ingredients, e.g. rotten vegetables, infected grains, non-branded items etc (Fine will also be imposed if these are about to be used.) – fine to the tune of Full price of the day per head multiplied by the number of students in the hostel.
10. Absence of proprietor from mess council meeting (which will be held once every month), on due invitation, will attract a fine of Rs. 20,000/- on caterer.
11. Cleaning of the drainage will be the responsibility of the caterer only. For the first time the institute will arrange the cleaning after that caterer will maintain the cleaning of the drainage inside the kitchen area.
12. As and when the mess council proposes a fine it will inform the representative of the caterer or mess manager and a fine will be imposed.
13. In the case of delay / default in payment of contribution under ESI Scheme and EPF Scheme besides the recovery of the amounts due to the Contractor towards their contribution, penal interest and / or damages as may be levied by the ESI / EPF Scheme Authorities, a penalty of 20% of the above amount would also be levied and recovered from their running bills. In the event of cessation of the contract due to any reason whatsoever, the Security Deposit will be refunded only after due satisfaction as regards the payment of ESI and EPF dues by the Contractor.
14. The Institute shall not be a party in case of any dispute that takes place between the Contractor and his employees/outside vendors.
15. Dispute, if any, shall be subject to the jurisdiction of Rupnagar Courts only.

**Assistant Registrar, Student Affairs,
Indian Institute of Technology
Ropar, Rupnagar, Punjab-140001**

Quality Maintenance

Item	Brand
	All dry ingredients will be bought from open market, packed and of highest quality
Salt	Tata, Annapurna, Nature fresh, Patanjali
Spices	M.D.H. Masala, Satyam, Badshah, Everest , Catch, Patanjali, Goldee
Jam/Ketchup	Maggi, Kissan, Heinz / Tops, Patanjali
Cooking Oil	Agmark/ISI or branded items such as Sundrop, Godrej, Saffola, Fortune, Patanjali, Markfed
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's
Atta	Aashirvad, Pillsbury, Annapurna , Ginni, Patanjali or freshly grinded (with the prior approval of authority only)
Rice	Basmati Tukda (¾ size) e.g. Dubraj, India Gate, or equivalent in Punjab Market
Butter	Amul, Britannia, Verka, Mother Dairy
Bread	Bonn, Britannia, Super
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday,
Milk	Verka,Amul ,Reliance, Super, Mother Dairy (Green Packet)/ Other brand after approval from the Hostel Administration
Paneer	Amul, Verka, Mother Dairy or any of other branded item apart from above mentioned brands approved by the Hostel Administration

Note: Food should be tested by an accredited Laboratory and monthly compliance report shall be filed by the contractor. All the expenses for food testing shall be the responsibility of the contractor.

MESS MENU

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast (7.30 AM to 09:15 AM, Sunday/Holidays - 8:00 AM to 9:30 AM)	<ul style="list-style-type: none"> • Aloo Pyaz Parantha, • Ketchup, Pickle, • Sprouts, • Bournvita, Coffee, • Bread, Butter, Jam, • Milk (250ml), Tea 	<ul style="list-style-type: none"> • Uttapam, • Sambhar, • Red Coconut Chutney, • Fruits (2 Nos.), Cornflakes, • Bournvita, Coffee • Bread, Butter, Jam, • Milk (250ml), Tea 	<ul style="list-style-type: none"> • White Chole, • Puri • Ketchup, Pickle, • Fruits/ Boiled Eggs (2 Nos.), • Bournvita, Coffee, • Bread, Butter, Jam, • Milk (250ml), Tea 	<ul style="list-style-type: none"> • Pav Bhaji, • Dalia, • Chopped Onion, • Sprouts, • Bournvita, Coffee, • Bread, Butter, Jam, • Milk (250ml), Tea 	<ul style="list-style-type: none"> • Mix Parantha, • Ketchup, Pickle, • Sprouts, • Bournvita, Coffee, • Bread, Butter, Jam, • Milk (250ml), Tea 	<ul style="list-style-type: none"> • Poha, • Ketchup, • Chopped Onion, • Omelette/Fruits (2 Nos.), • Bournvita, Coffee, • Bread, Butter, Jam, • Milk (250ml), Tea 	<ul style="list-style-type: none"> • Dosa, Sambhar, • Red Coconut Chutney, • Fruits / boiled Egg(2 Nos), • Bournvita, Coffee, • Bread, Butter, Jam, • Milk (250ml), Tea
Lunch (12.30 PM to 02:15 PM)	<ul style="list-style-type: none"> • Veg Biryani/Egg biryani, • Mix Raita, • Rice, • Chapati, • Salad 	<ul style="list-style-type: none"> • Rajma, • Pumpkin, • Curd (200gm), • Rice, • Chapati, • Salad 	<ul style="list-style-type: none"> • Kadhi Pakoda, • Jeera Aloo, • Fryums/papad, • Jeera Rice, • Chapati, • Salad 	<ul style="list-style-type: none"> • Corn Palak, • Lobia Dal, • Fruit Raita • Rice, • Chapati, • Salad 	<ul style="list-style-type: none"> • Moong Dal, • Paneer Bhurji/Egg Curry, • Boondi Raita, • Rice, • Chapati, • Salad 	<ul style="list-style-type: none"> • White Channa (Chole), • Aloo- Capsicum, • Batura • Green Chutney, • Curd (200gm), • Rice, • Chapati, • Salad 	<ul style="list-style-type: none"> • Dal Makhani, • Masala Beans, • Curd(200 grams), • Rice, • Chapati, • Salad
Snacks	<ul style="list-style-type: none"> • Samosa (2 Nos.), • Green and red chutney, • Tea 	<ul style="list-style-type: none"> • Bread Pakoda with stuffing (2 Nos.), • Green and red chutney, • Coffee 	<ul style="list-style-type: none"> • Aloo-Tikki Chat/aloo tikki matar, Namkeen • Tomato, Onion, • Tea 	<ul style="list-style-type: none"> • Macroni, • sauce, • Cold Coffee 	<ul style="list-style-type: none"> • Chole-Kulcha (2 Nos.), • Tea 	<ul style="list-style-type: none"> • Aloo-tikki burger (2 Nos.), • Ketchup, Chopped Onion, • Coffee 	<ul style="list-style-type: none"> • Cheese Sandwich, • Tea
Dinner (7.30 PM to 09:15 PM)	<ul style="list-style-type: none"> • Masala Bhindi, • Channa Dal, • Rice, • Chapati, • Salad, • Gajar halwa 	<ul style="list-style-type: none"> • Aloo Matar, • Arhar Dal, • Rice, • Chapati, • Salad, • Shahi tukda 	<ul style="list-style-type: none"> • Kadhai Paneer/Kadhai Chicken, • Green Sabut Moong, • Rice, Chapati, Salad, • Gulab Jamun 	<ul style="list-style-type: none"> • Matar Mushroom, • Masoor Dal, • Rice, • Chapati, • Salad, • Jalebi 	<ul style="list-style-type: none"> • Aloo Pyaz Beans, • Moth Dal, • Fried Rice, • Chapati, • Salad, • Seviyan/badaam milk 	<ul style="list-style-type: none"> • Mix Dal, • Soya Badi, • Pulav, • Chapati, • Salad, • Rice Kheer 	<ul style="list-style-type: none"> • Shahi Paneer/Butter Chicken, • Black Urad Dal • tandoori/tawa roti, • Rice, • Salad • Ice cream(2 scoops)
Extras paid Items (for Lunch and dinner)	Lunch: Sarso masala fish, veg kebab	Lunch: Chilli Chicken	Lunch: Fish tikka, tawa sabji	Lunch: Mutton curry	Lunch: Chicken curry	Lunch: Paneer tikka, fish fry	Lunch: Mutton curry
	Dinner: Chicken kalimirch, mughlai pane	Dinner: Malai kofta, Chickeen masala		Dinner: Chicken tikka masala	Dinner: Chicken biryani, chili paneer	Dinner: Chicken do-pyaza, palak paneer	
Notes	<ol style="list-style-type: none"> 1. Ice Cream Flavours - Vanilla, Butterscotch alternatively. 2. Dry Fruits in Desserts - Cashews, Almonds and Raisins. All dessert items except ice cream will be served unlimited. 3. Paneer Amount - 150g (raw), Chicken Amount - 200g (raw). Students will have to choose between veg and non veg dish in the mess menu 4. Extra items other than mentioned above can be provided if asked by the students 5. Two vegetables in salad, Lemon also will be available with salad 						

EXTRA ITEMS MENU

Sr. No	Details	Rate quoted by the Contractor for Extra Item Menu*	
		Rs.(in figures)	Rupees (in Words)
1	Badam Milk-200ml		
2	Bourn vita Milk 200ml		
3	Horlicks Milk 200ml		
4	Hot Chocolate Milk 200ml		
5	Pineapple Milk Shake 200ml		
6	Banana Milk Shake 200ml		
7	Mango Milk Shake 200ml		
8	Oreo Milk Shake 200ml		
9	Vanilla Milk Shake 200ml		
10	Cold Coffee 200ml		
11	Tamarind rice-100gm		
12	Veg Biryani-100gm of paneer		
13	Veg Kabab		
14	Tawa Sabji		
15	Paneer Tikka (150gm of paneer)		
16	Moghlai Paneer (150gm of paneer)		
17	Kadai Paneer (150gm of paneer)		
18	Palak Paneer (150 gm of paneer)		
19	Matter Paneer(150 gm of paneer)		
20	Shahi Paneer(150 gm of paneer)		
21	Paneer Bhujjia (150 gm of paneer)		
22	Paneer Chilli (150gm of paneer)		
23	Cheese Tomato (150 gm of paneer)		
24	Paneer Butter Masala(150 gm of Paneer)		
25	Kadai Chicken (with 04 pc, 50gm each of chicken)		
26	Butter Chicken (with 04 pc, 50gm each of Chicken pc)		
27	Chicken Masala (with 04 pc,50gm each of Chicken pc)		
28	Chicken Do Payaza (with 04 pc, 50 gm each of chicken pc)		
29	Chilly Chicken(with 04 pc,50gm each of Chicken pc)		
30	Chicken Saag Walla(with 04 pc,50gm each Of chicken pc)		
31	Chicken Curry(with 04 pc,50 gm each of Chicken pc)		
32	Chicken 65 (with 03 pc,50gm each of Chicken piece)		
33	Chicken Rezala (4 pc, 200gm)		
34	Chicken Kosha (4 pc, 200gm)		
35	Roasted Chicken (4 pc, 200gm)		
36	Chicken Briyani (with 03 pc,50gm each of chicken)		
37	Fish Curry(with 03 pc, 50gm each of Fish)		
38	Fish Tikka Masala (with03 pc,50 gm each of Fish)		
39	Chilli Fish (with03 pc, 50gm each of Chicken)		
40	Sarsho Masala Fish (with 03 pc, 50gm each of Fish piece)		

41	Fish fry (with 03 pc,50gm each of Fish piece)		
42	Mutton Curry-(with 2pc of mutton of 50gm each)		
43	Mutton Roganjosh -(with 2pc of mutton of 50gm each)		
44	Egg Curry (with 2 Eggs)		
45	Omelet Curry (with 2 Eggs)		
46	Ice cream Cup(65to85ML)		
47	Gulab Jamun-50gm		
48	Kheer Milk-200gm		
49	Gajar Halwa-200gm		
50	Moongka Halwa-200gm		
51	Suji Halwa-200gm		
52	Jalebi (100gm)		
53	Fruit cream(150 gm)		
54	Bundi Raita-100gm		
55	Curd-100gm		
56	Raita-(100gm)		
57	Papad-01pcs(Medium)		

*The Contractor needs to ensure provision of Extra items to all interested students

Revised quantity: Milk (250 mL); Paneer (150gm); Chicken (04 pc, 200gm); Fish (03 pc, 100gm)

Application form

(To be submitted along with the Technical Bid enclosing photocopies of certificates)

1	Name of the Applicant	
2	Address of the registered office	
3	Year of Establishment	
4	Type of Organization ((whether proprietorship, partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5	Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers:	
6	Details of Registration (if applicable): (Name of registering authority, date and registration number)	
7	Number of years of experience in the relevant field:	
8	Address and phone numbers of office through which the proposed work of running mess in IIT Ropar will be handled and the name & designation of the in-charge:	
9	PAN Number (photocopy to be enclosed):	
10	Income Tax return filed for last three Financial Years(Yes/No) (If yes, please enclosed copies)	
11	GSTIN (Number & photocopy of certificates to be enclosed)	
12	Whether ESI and EPF norms are complied: Yes/ No (Reg. copies to be enclosed) ESI Registration No: EPF Registration No	
13	Number of persons employed: Permanent: Temporary:	
14	Yearly turnover of the organization during any three years from 01-04-2015 to 31-03-2021 (Enclose proof)	
15	List of similar works executed (attached copies of work orders). Certificate of satisfactory performance of running of the Mess/ Cafeteria/ Canteen from the employer must be enclosed.	
16	Annual Turnover related to mess during any three years from 01-04-2015 to 31-03-2021	
17	Details of Relevant and Latest ISO certification	
18	Details of FSSAI Certification	
19	Certificate of Registration with concerned Labour commissioner office	
20	Affidavit for non-blacklist of the firm	

Check List of documents to be submitted (Please enclose this along with Technical bid)

A. Along with Technical Bid (separate cover)

(Please Tick)

- 1) Application Form
- 2) Income Tax Returns for last three assessment years
- 3) Photocopy of the PAN Card
- 4) Photocopy of GST Registration
- 5) Photocopy of the registration certificate of the organization
- 6) Photocopy of the PF registration certificate
- 7) Photocopy of the ESI registration certificate
- 8) Photocopies of the performance & experience certificates
- 9) Photocopies of Balance Sheet and P&L A/c of the organization for last three years
- 10) Photocopy of ISO certification
- 11) Photocopy of FSSAI certification
- 12) Affidavit for non-blacklist of the firm

B. Along with the Price Bid (Separate cover)

- 1) Price Bid along with Menu list duly signed and stamped

Date:

Signature with the Seal

(On letterhead of the firm)

Annexure-4

PRICE BID

Sr. No.	Description / Particulars	Pay and Eat Basis (Inclusive of GST)	Per Student per Day Meal Cost Basis (Inclusive of GST)
1	Breakfast (as per Annexure-2)		
2	Lunch (as per Annexure-2)		
3	Tea and Snacks (as per Annexure-2)		
4	Dinner (as per Annexure-2)		
	Total Cost		

Signature and stamp _____

Full Name of the Bidder _____

Address of the Bidder _____

PIN _____ State _____

E-mail Address _____

Contact No. _____

Format for Experience Certificate
Letter Head of the Firm/Organization/Institute

No.

Date:

EXPERIENCE CUM PERFORMANCE CERTIFICATE

S.No	Particulars	
1	Name of the Contractor and Address*	
2	Name of the Work*	
3	Name of the Firm/Organization/Institute*	
4	Average total number of persons dined*	
5	Date of Commencement of the work*	
6	Date of Completion of work*	
7	Overall Assessment of the Firm/Organization/In stitute (Excellent, Good, Satisfactory, Poor)	
8	Remarks	

* Mandatory fields

Competent Authority
With Seal